

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE <i>(Read instructions on the reverse side prior to initiating this form)</i>					DATE		TRANSMITTAL NO.		
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS <i>(This section will be initiated by the contractor)</i>									
TO:			FROM:		CONTRACT NO.		CHECK ONE: <input type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____		
SPECIFICATION SEC. NO. <i>(Cover only one section with each transmittal)</i>			PROJECT TITLE AND LOCATION				CHECK ONE: THIS TRANSMITTAL IS FOR FIO <input type="checkbox"/> GOV'T <input type="checkbox"/> APPROVAL		
ITEM NO.	DESCRIPTION OF ITEM SUBMITTED <i>(Type size, model number/etc.)</i>		MFG OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. <i>(See Instruction no. 8)</i>	NO. OF COPIES	CONTRACT REFERENCE DOCUMENT		FOR CONTRACTOR USE CODE	VARIATION <i>(See instruction no. 6)</i>	FOR CE USE CODE
a.	b.		c.	d.	e.	f.	g.	h.	i.
REMARKS					I certify that the above submitted items have been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications except as other wise stated <div>NAME AND SIGNATURE OF CONTRACTOR</div>				
SECTION II - APPROVAL ACTION									
ENCLOSURES RETURNED <i>(List by Item No.)</i>			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY				DATE		

Instructions

1. Section I will be initiated by the contractor in the required number of copies.
2. Each transmittal shall be numbered consecutively in the space provided for "Transmittal No.". This number, in addition to the contract number, will form a serial number for identifying each submittal. For new submittals or resubmittals mark the appropriate box; in resubmittals, insert transmittal number of last submission as well as the new submittal number.
3. The "Item No." will be the same "Item No." as indicated on ENG FORM 4288-R for each entry on this form.
5. Separate transmittal form will be used for submittals under separate section of the specifications.
6. a check shall be placed in the "Variation" column when a submittal is not in accordance with the plans and specifications—also, a written statement to that effect shall be included in the space provided for "Remarks."
7. Form is self-transmittal, letter of transmittal is not required.
8. When a sample of material or Manufacturer's Certificate of Compliance is transmitted, indicate "Sample" or "Certificate" in column c, Section I.
9. U.S. Army Corps of Engineers approving authority will assign action codes as indicated below in space provided in Section I column i to each item submitted. In addition they will ensure enclosures are indicated and attached to the form prior to return to the contractor. The Contractor will assign action codes as indicated below in Section I, column g. to each item submitted.

THE FOLLOWING ACTION CODES ARE GIVEN TO ITEMS SUBMITTED

- A – Approved as submitted.
 - B – Approved, except as noted on drawings.
 - C – Approved, except as noted on drawings. Refer to attached sheet resubmission required.
 - D – Will be returned by separate correspondence.
 - E – Disapproved (See attached).
 - F – Receipt acknowledged.
 - FX – Receipt acknowledged, does not comply as noted with contract requirements.
 - G – Other (*Specify*)
10. Approval of items does not relieve the contractor from complying with all the requirements of the contract plans and specifications.

(Reverse of ENG form 4025-R)